



THE U.S.-MIDDLE EAST PARTNERSHIP INITIATIVE (MEPI)

Change in Level of Effort

A substantial change in level of effort for key personnel (as defined by the terms and conditions of the award) occurs when the level of effort is increased or decreased by 25% or more, or key personnel are absent for more than three months. The grantee must notify MEPI as soon as the change is known but no later than 30 days before the expected date of departure or change in effort level.

Level of effort is the amount of time each employee spends working toward the implementation of MEPI awards and projects, and it is often different for every employee. MEPI requires that the level of effort for each employee is documented on personnel time sheets on a daily basis to ensure that all employees are compensated appropriately.

When considering a change in level of effort, keep the following in mind:

The absence of a key personnel staff member for more than three months, or a 25 percent reduction in time devoted to the project by the approved project director, must be approved in writing by the Grants Officer.

Required Documentation:

- Request Letter: All correspondence must be on official letterhead from the awarded organization and must include the following:
Date | Grantee name | Grant number | Point of contact: name, title, phone number, email address | Signature
- Budget Information Form.
- Name of personnel and the altered level of effort

Contact your Grants Officer if you anticipate a change in the level of effort among your key personnel, or with any questions about level of effort.